



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 25, 2018

Place: Beaver Dam Chamber of Commerce
127 S. Spring Street
Beaver Dam, WI 53916

Board Members:

Present: Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, Dave Singer, Charlie Krupa, Renee Greenland, and John Earl

Absent: John Wenum and David Moore

Unexcused Absence: None

Staff Present: Chris Utley, Kari Labansky, Lisa Williams, Wendy Schneider, Letty Castillo, and Dale Casperson

Guests Present: Rose Marie Langland

Opening

1. John Earl called the meeting to order. Roll call was taken with 13 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces and police forces around the world.

Motion was made by Bob McClyman to adopt the April 25, 2018 meeting agenda. Seconded by Charlie Krupa. Passed unanimously.
MOTION CARRIED.

John welcomed staff members, Chris Utley, Kari Labansky, Lisa Williams, Wendy Schneider, Letty Castillo, and Dale Casperson. He also welcomed guest Rose Marie Langland.

Motion was made by Renee Greenland to adopt the February 25, 2018 meeting minutes. Seconded by Stacy Ewert. Passed unanimously.
MOTION CARRIED.

2. President's Comments

John is looking forward to our visit today of the Beaver Dam building, food pantry, and homeless shelters. He mentioned his appreciation of the board and all the positive work they do at the board and committee meetings.

3. Executive Director's Report

Fred expressed gratitude to John Earl and the board for their time and support of him and the agency. The plan for the day includes ordering lunch at 11:00, visiting our Beaver Dam building and food pantry, having lunch at Palenque Mexican Restaurant, and driving by the Men's Shelter and Women's/Families Shelter. Fred gave a brief history of our purchase of the Beaver Dam building and Women's/Families Shelter, and current management of the shelters. We had a positive visit from Congressman Glenn Grothman who recently visited our Beaver Dam building and food pantry. Our 19th Annual Golf Classic will be held on June 7th with all board members invited. Fred reported that the CWCAC Board Motion regarding payment of WISCAP dues is on the WISCAP Executive Committee Agenda for their May meeting.

Motion was made by Scott Beard to accept the Executive Director's Report of April 25, 2018. Seconded by Joy Casperson. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari presented the Finance Report. The Notes Payable report reflected current balances and loan information about each of our apartment buildings. The loan for Pine Grove Apartments is being refinanced through Grand Marsh State Bank in Adams. The Cash Accounts Balance for period ending February 28, 2018 with the Bank of Wisconsin Dells, Bank of Mauston, and BMO Harris reflected \$599,385. Fred mentioned that we are restricted in how much we can charge for rent in our HUD funded buildings until the 20 year affordability period has expired.

Motion was made by Donna Maly to accept the Finance Report of April 25, 2018. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

Charlie Krupa asked board members to review the PBP Committee report of May 11, 2018. Charlie Krupa called the meeting to order. Roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the March 9, 2018 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report with detailed information regarding each of our properties. Ed mentioned that we are #3 in the State for caseload for our Juneau

County Energy Assistance Program; many marketing activities are ongoing. The State HOME grant for the Charlie Krupa School View Senior Village project was submitted March 22nd. The Federal Home Loan Bank application is due in mid-June. The John Wenum Family Apartments are fully leased; garages are nearly ready to lease. Fred mentioned that Bob Walrath is assisting with the Guardianship Program; he is employed through the Senior Community Service Employment Program (SC-SEP). Kenwood Properties is running smoothly. An eviction hearing held last Friday for Kirk-Wood tenants resulted in eviction. Joy reported that only 19% of all of our apartments have difficult or problem tenants. Renee reported on a Youth Advisory Board Meeting she will be hosting. The Baraboo Warming Shelter closed at the end of April; new owners will be taking over. The garage roof has been repaired at the Women's Shelter. Fred mentioned that we will have approximately \$100,000 program income from our Home Rehab Program which could be used to build housing for our homeless families. The meeting was adjourned. The next meeting will be held on Friday, July 13, 2018.

Motion was made by Dave Repinski to accept the PBP Committee Report of May 11, 2018. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of May 11, 2018. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the April 13, 2018 EPF&A Committee meeting. The committee went into Closed Session by unanimous roll call vote. Motion passed by unanimous vote to resume in Open Session. Kari presented the Finance Report. The Revenue Expenditure Statement for period ending March 31, 2018 reflected total revenues at \$1,929,525.51 and expenditures at \$1,963,295.44. Unrestricted cash was at \$33,054.50. She also presented an overview of the Guardianship/Fiduciary/Power of Attorney Program with 31% growth in 2016, 42% in 2017, and 15% so far in 2018. Motion passed by unanimous vote to approve the Finance Report with thanks to Kari. Fred reported on the WISCAP Annual Meeting held on May 2nd and 3rd. The WISCAP Board of Directors discussed our motion regarding WISCAP dues and motion passed for a by-laws change to occur in which agencies that do not pay their dues can attend the meetings, however they cannot participate. Fred reported that our "Petition for Review" to appeal paying a fee on one of our NSP houses has been received by the State and is being forwarded to their legal counsel for review. Fred mentioned that we are getting quotes for replacement of our agency telephone system. WIPFLI will be presenting at our June Board Meeting. We will also invite Frank Frassetto from USDA, Pastor Steve, and Representative Ed Brooks to help us celebrate 15 years in our Wisconsin Dells office building. We are considering an end of the summer staff outing to Circus World in Baraboo. Our 19th Annual CWCAC Golf Outing will be held at Trappers Turn on

Thursday, June 7th; all board members are welcome. The meeting was adjourned. The next meeting will be held on Friday, June 8, 2018.

Motion was made by Donna Maly to accept the EPF&A Committee Report of May 11, 2018. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

John Earl asked board members to review the EPF&A Committee report of June 8, 2018. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the May 11, 2018 EPF&A Committee meeting. The committee went into Closed Session by unanimous roll call vote. Motion passed by unanimous show of hands to resume in Open Session. Kari presented the Finance Report. The report of CSBG Expenses by Division through May 2018 reflected total expenses at \$118,911.03. With the total CSBG Contract at \$280,900.16, the grant is 42% spent. The majority of CSBG expenses are being used for the Section 8 and Homeless Programs. Kari also presented the HOME grant final completion report for the John Wenum Apartments. Motion passed by unanimous vote to approve the Finance Report with thanks to Kari. Fred updated the committee on our "Petition for Review" to appeal paying a fee on one of our NSP houses. Fred reported on the Charlie Krupa School View Senior Village project. The State HOME Grant was submitted at the end of March; in correspondence with the State, we received no date of application review completion. The Federal Home Loan Bank application for the project will be submitted by June 15th. We will have a 15 year re-dedication of our Wisconsin Dells Building at the June Board Meeting. Our 19th Annual Golf Outing was held on June 7th; with 84 golfers we grossed approximately \$21,000 and netted approximately \$13,000. The Laser Therapy Center will be expanding into another room on the lower level of the Wisconsin Dells Building. Motion was passed by unanimous vote recommending full board approval of the Declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our country's freedom; the Board of Directors declares our extended Fourth of July Holiday celebration by inclusion of July 5th to be an agency holiday this year, 2018." Fred reported on the Badgerland Jet Ski Event held on June 2nd which raised just over \$5,000 for our Wisconsin Dells Food Pantry. The meeting was adjourned. The next meeting will be held on Friday, July 13, 2018.

Motion was made by Joy Casperson to accept the EPF&A Committee Report of June 8, 2018. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

6. Program Reports
 - a. Weatherization
 - b. Homeless
 - c. Hunger Reduction

Chris Utley reported on the Weatherization Unit. The Monthly Production versus Contract Plan Report shows that CWCAC's Weatherization Program is consistently exceeding the State average for achieving energy savings. The State average annual savings for an individual unit after weatherization is \$480; our average is \$670 which is 40% higher than the State average. Our costs for weatherizing homes is also 35% lower than the State average. This means that the CWCAC Weatherization Program is leading the way for energy savings and cost effectiveness. The Weatherization contract for next year is now a one year contract and we have increased from \$1.9 million dollars to \$2.2 million dollars. Month-to-month numbers reflect that we are on target for spending out the contract. The Program Year 2017 Summary reflected a comparison of projected lifetime energy cost savings with the State at \$55,520,400 and CWCAC at \$3,230,400. To date our Weatherization Program has served 456 households, with a goal of 393 and 731 audits done. We have installed 334 freezers/refrigerators, 97 furnaces, and 222 water heaters.

Wendy Schneider reported on the Homeless Unit. Wendy introduced our Dodge County Coordinator, Letty Castillo, and explained all the different responsibilities Letty has in our Dodge County Office. Letty gave descriptions of the Men's Shelter and Women's/Families Shelters and explained her role in managing the shelters and assisting clients. Since the Men's Shelter opened in 2014, they have had over 2,000 shelter nights; the Women's/Families Shelter since opening has had over 10,000 shelter nights. Total number of individuals served from January through March 2018 was 201; total cost of services was \$47,219.89. Total households helped through the Project Chance Transitional Housing/Rapid Rehousing Program were 25 reflecting 56 individuals and \$23,962.20 in leasing dollars spent. Total spent on rents and security deposits for Sauk County Rapid Rehousing was \$10,538.44. Funds expended for the National Exchange Bank Grant were \$5,429.75.

Lisa Williams reported on the Section 8/Hunger Reduction Unit. She reported that we currently have 563 Section 8 vouchers providing 1,157 individuals with rental assistance, 12 voucher holders that have ported in, and 56 Veterans VASH vouchers providing 56 veterans with rental assistance. From January to March 2018, the food pantries served a total of 3,704 households, 8,579 individuals, and received 261,612 pounds of USDA commodities. The Senior Stock Box Program is going well; we just added Sauk Prairie as a location to distribute boxes. Our goal is to meet a case load of 520 by July 1st.

June 27, 2018 Board Packet

Motion was made by Donna Maly to accept the Weatherization, Homeless, and Hunger Reduction reports of April 25, 2018. Seconded by Bob McClyman. Passed unanimously. **MOTION CARRIED.**

7. **Unfinished Business**

None

8. **New Business**

None

9. **Next Meeting**

Wednesday, August 22, 2018 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

April 26, 2018

Date